

Duties of the Superintendent

Policy Code:

7420

Repeal – duties of the Superintendent are specifically outlined and agreed upon in the Superintendent’s contract, which is required by law. Board-Superintendent relations are covered in policy 2010.

Descriptor Term: DUTIES OF THE SUPERINTENDENT		Descriptor Code: 7420* (formerly CED)	
Presented to the Board: January 13, 2004	Adopted by the Board: March 9, 2004	Revised by the Board: Recodified as policy 7420: May 10, 2022	

~~The Superintendent functions as the chief administrator of the District and reports directly to the Board of Education. He is responsible for the operations of the District. In addition to the duties imposed by statute and contractual agreement, the Board will instruct the Superintendent through written policies that prescribe the organizational goals to be achieved and describe organizational situations and actions to be expected or avoided. The Board will support any reasonable interpretation of those policies by the Superintendent.~~

Accordingly:

- ~~1. The Board will develop goals for the district which the Superintendent is responsible for implementing.~~
- ~~2. The Board will develop policies that impart the values and objectives of the district. These policies will be developed systematically from the broadest, most general level to more defined levels.~~
- ~~3. The Superintendent is authorized to establish necessary administrative procedures or rules, make all decisions, establish practices and develop activities the Superintendent deems appropriate to achieve the Board's goals and policies.~~
- ~~4. The Superintendent will assure an organizational culture that conforms to the following values and conforms to the following concepts:

 - ~~a. Honesty in all written and interpersonal interaction;~~
 - ~~b. Respect for the opinions of others;~~
 - ~~c. A focus on issues rather than on personalities;~~
 - ~~d. A focus on common organizational goals as expressed in board actions and policies;~~
 - ~~e. Timely communication;~~
 - ~~f. Appropriate confidentiality;~~
 - ~~g. Open sharing of information and knowledge;~~
 - ~~h. Willingness to protect the integrity and promote the positive image of the district, the leaders and staff;~~
 - ~~i. Involvement of stakeholders in the schools;~~
 - ~~j. Protection against illegal activity or conditions;~~
 - ~~k. Consistent and fair treatment of all staff;~~
 - ~~l. Encourage instructional programs that are innovative, content driven and aligned with established standards and evaluated to assure continued effectiveness;~~
 - ~~m. Protection against discrimination of any kind including race, gender, age, religion,~~~~

- ethnicity or handicap;
- n. ~~The efficient and courteous handling of grievances and complaints;~~
- o. ~~Communication with the Board when significant events occur that could result in media coverage or could require or suggest Board action or activity; and~~
- p. ~~Clear and direct communication in formats that are accessible and understandable.~~

~~The Superintendent is expected to act at all times in a manner that is ethical, respectful, prudent, moral, reputable, lawful and consistent with Board policy, goals and objectives.~~

~~Legal References:~~

~~Cross References:~~

~~Adopted: March 9, 2004~~

~~Revised: May 10, 2022 (recoded from policy CED)~~